U.S. CONSULATE GENERAL HO CHI MINH CITY

AMERICAN CENTER PROGRAMMING PROPOSAL TEMPLATE

Are you interested in partnering with the American Center in HCMC? Please fill the proposal template and send to American Center Team at achcmc@state.gov at least 10 weeks prior to the event date. Please note that if your partnership proposal fits with the American Center's goals and if space and/or funds are available, we will contact you for additional details. Visit our website for more partnership information.

Our public events are published on the Mission's social media platforms (website, Facebook, Eventbrite), open to the general public age 15 and above, free of charge, and are scheduled on weekdays from 2-4PM or 5-7PM and last between 1-2 hours. The AC is not available for events on weekends or later than 7PM during the week, except under extraordinary circumstances. We generally do not program on Friday evening.

I.   Program Title and Description Please suggest the title of your program and provide a program description capturing the essence of the event. The narrative shall be used for promotion across a variety of electronic and social media platforms. *(100 words maximum).*

II.   Program Overview Tell us how your program, project or event supports the goals of the American Center. Then share its purpose and expected outcomes. *(200 words maximum).*

III.   Program Format

What is the format of the event (talk, lecture, panel discussion, etc.)? Which language will you be using? Which room you will need for your program? *(100 words maximum).*

- Multipurpose Room (Capacity – 250 people): Theater style: maximum is 200 chairs; Classroom style: maximum is 16 tables and 64 chairs
- Lab (Capacity – 25 people): Theater style: maximum is 30 chairs; Classroom style: maximum is 8 tables and 24 chairs

IV.   Dates and Times

American Center programs are generally held between 2-4PM and between 5-7PM on weekdays. Please indicate your preferred dates and time slots, including information on the preparation time needed. If the program consists of a series of events or recurring events, please provide a complete schedule with proposed dates and times. If planning to hold an event that starts in the morning, plan to begin your event at 10AM to allow time for participants to go through security. *(100 words maximum).*

V.   Audience

The American Center audience is usually between the ages of 18 and 35. Please describe the specific audience for your program, project or event (e.g. university students). Then, provide information on the expected number of participants (i.e. organizers and audience), whether the event is invited only or open to the public and whether you need assistance in recruiting participants. *(200 words maximum).*

VI. Technology Requested

Please indicate the equipment and technical support you need for your program, project or event.
Audio/Video Equipment (Smartboard / LED screen, sound system, microphones)
Laptop
Livestreaming
Video Conference
Please note that the American Center does not provide expendable supplies (e.g. notebooks and pens), external equipment setup, interpretation or bulk printing and copying. *(200 words maximum).*

VII. Personnel

Please introduce your team, including key people in the proposed event and their roles. For each team member, please provide the biographies and/or resumes, including name, current position, current working institution/organization/company, email and cellphone, current address, and relevant qualifications. *(200 words maximum).*
1) Main person-in-charge
2) Team members
3) Presenter(s)